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INSTRUCTION NO.  
LI 70-15

LI 70- 15  
RECORDS AND CORRESPONDENCE  
28 October 1971

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SUBJECT: Control and Security in the CIA Historical Program

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1. PURPOSE

In accordance with policies established by the CIA Historical Staff, and with the concurrence of the Executive-Director Comptroller, this Instruction provides specific procedures and controls applicable to the Office of Logistics (OL) to comply with the security program for safeguarding histories.

2. AUTHORITY

The Records and Services Branch (OL/Registry) has been designated the official repository for published OL histories and for any published histories of other Agency components furnished and charged to OL. Access to such histories will be in accordance with the "need to know."

3. SCOPE

These procedures and controls apply to all Agency histories whether in completed printed volumes, in process, or in draft form.

4. PROCEDURES

a. Control of Published Histories

The OL/Registry will maintain a log of all histories in OL custody (by using Form 3434), showing the title, volume number, control number, copy number, and location. The names and component of all

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GROUP 1 Excluded from automatic downgrading and declassification
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persons granted access to such histories (access subject to approval by the OL Historical Officer and/or the OL/Executive Officer) will be entered on the log with the date(s) of access. This log will be maintained on a current basis. Twice yearly a physical audit, a verification of information in the custodial log, and a certification of inspection and accurate inventory will be forwarded to the Chief, CIA Historical Staff.

b. Control of Draft Histories

Each writer will be responsible for the security of histories in preparation, and histories transmitted for review will be hand carried and receive "Eyes Only" handling. Each writer will maintain a record of all persons to whom he provides draft histories for review and coordination. (Form 3434 shall be used for this purpose.) Normally, all preliminary, partial, and final drafts will be destroyed when a history has been accepted into the CIA Historical Program and published in final form. All such drafts will be transmitted for destruction to the OL/Registry, which will maintain a log of drafts destroyed, showing the title, author, component, copy number, and date of destruction.

- c. Histories will not be copied or reproduced in any form unless permission has been obtained from the Office of the Deputy Director for Support. If approval is granted, the OL Historical Officer will notify the Chief, CIA Historical Staff, as to the number of copies authorized; and extra copies will be registered and controlled.

  
JOHN F. BLAKE  
Director of Logistics

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